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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
LAND UTILIZATION

DIVISION OF PROJECT ORGANIZATION

PLANNING FOR LAND DEVELOPMENT

1.9
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APR 11 19391 PURPOSE

- a The development plan will outline a program of land development under Title III of the Bankhead-Jones Farm Tenant Act.
- I The development plan will provide the regional and Washington offices with information as to the adjustments to be effected by the proposed developments and the relationship of such adjustments to each other and to the project program as a whole.
- II It will provide a basis for the preparation of current programs of work, which, when approved, will authorize the Division of Land Development to proceed with the execution of the work involved in such programs.
- b Instruction LU-PO 2 and all supplements thereto are superseded in their entirety by this revision.

2 CONFORMITY OF PROPOSED DEVELOPMENTS WITH TITLE III AND WITH DEPARTMENTAL AND DIVISIONAL POLICIES

- a The developments proposed for a project will be in conformity with the provisions of Title III of the Bankhead-Jones Farm Tenant Act, State and other Federal laws, departmental policies, and divisional policies.
- I Conformity to Provisions of Title III
- Section 32(b) of the Bankhead-Jones Farm Tenant Act authorizes the Secretary "To protect, improve, develop . . . any property" acquired in connection with the program of land conservation and utilization authorized and directed under Title III, and "to construct such structures thereon as may be necessary to adapt it to its most beneficial use."
- II Conformity to Departmental and Divisional Policies
- A Sound Principles of Land Utilization

2 a II A The plan of development will be planned in conformity with "sound principles of land utilization" as outlined in the Secretary's Memorandum for Chiefs of Bureaus and Offices, dated September 25, 1937. The following excerpts from the Secretary's Memorandum are particularly pertinent:

- (1) "The land acquired will be developed in order 'to adapt it to its most beneficial use.'"
- (2) "... the details of the development program and of the administration of the land for its new uses will be decided in consultation with the proposed administrative agency." (Underlining supplied.)
- (3) "The work of developing the lands will be undertaken by whatever bureau is best situated to handle it as determined by technical location, availability of personnel, equipment, location of field offices, and other considerations."
- (4) "Development costs must necessarily be held to a minimum."

B Consultation with Future Administering Agency

The future administering agency will be selected, so far as practicable, before the land is purchased. In all cases wherein the agency of administration is determined before the development plan is submitted, representatives of the regional or project staffs responsible for the preparation of the plan will consult with representatives of such administrative agency, study the point of view and practices of that agency, and secure the advice of its specialists and their assistance in working out such problems as may appear. The approval of the development plan by the proposed future administering agency need be obtained only in letter form. If it is found necessary to recommend major alterations in a development plan, the proposed future administering agency should be advised and concurrence requested from such agency.

C Avoiding Need for Immediate Additional Capital Investments by Future Administering Agency

It will be the general policy to plan the development program in such a manner as to eliminate, insofar as possible, the need for the future administering agency to make immediate additional capital expenditures on the project in order to manage and administer it effectively. It will also be the general policy to limit the amount of developments which can more appropriately be performed later under the supervision of the personnel of the future administering agency.

2 a II D Labor

In planning and undertaking the development program, proper consideration should be given to the employment of those persons in need within the community. "If a Federal or State program of work relief is in operation, cooperation with such program to the extent of useful employment on the lands acquired will be considered." (Quotation from Secretary's Memorandum of September 25, 1937.) Nothing in this statement of policy is to be construed as limiting employment to relief labor. Under certain conditions it will be possible and necessary to employ only non-relief labor. In other cases, combinations of relief and non-relief labor may be necessary. In still other cases, we may act as sponsors, providing materials and supervisors and utilizing relief labor. In the employment of labor, full consideration will be given to the policies concerning the employment of persons residing on project land and the relocation program for the families involved, as set forth in Paragraph 4eIII of Instruction LU-PO 7.

E Road Construction

The construction of roads should be limited to those which are essential to the access, use, and operation of the projects. Particular emphasis must be placed on the elimination of jobs which propose the construction, maintenance, or repair of roads when such work is properly the function of the state and local governments. A guiding principle in determining whether certain road work is the proper function of the state or local government is whether the future administering agency would require the local or state government to construct, repair or maintain such roads after the project is transferred for administration.

F Cooperation with Public Health Offices

The program of development should be so planned as to meet the requirements of state laws and regulations governing sanitation. For those projects involving sanitation problems, the public health officials of the state concerned should be consulted before proceeding with development work to determine whether the sanitary or other facilities meet with their approval. Either a letter of endorsement from such officials, or a statement indicating that such endorsement has been secured, will be included in the plan.

G Conformity with Existing Law

All development work undertaken must be in conformity with existing Federal and State statutes.

3 ESTABLISHMENT OF FIELD PROCEDURES, STANDARDS, AND METHODS IN PLANNING FOR LAND DEVELOPMENT

- a It will be the responsibility of the regional office to establish field procedures, standards, and methods for the planning of land development, including the determinations as to the types, nature, and detail of surveys to be made, methods and sources for the collection and assembly of engineering data and other information. Such field planning procedures will be (1) so designed as to supply the minimum information necessary in order to plan a project properly in compliance with the instructions contained herein, and (2) subject to review and modification by the Leader of the Division of Project Organization or his authorized representative.
- b The information to be collected and analyzed should, in general, concern the economic and physical resources of the project lands and of the public and private lands within or adjacent to the project, the best uses for which these resources are adapted, and the developments needed to conserve and supplement these resources in order to adapt the land acquired to its most beneficial use, keeping in mind higher standards of rural living and stability of rural farm units and communities as the objective. The specific kind and amount of information to be collected and analyzed should vary with the project under consideration but should usually involve over-all planning studies of the topography, soils, plant cover of the area, water and wildlife resources, the nature and extent of soil erosion, economic, social, and other basic information.
 - I Any information relative to present use and control of land, farm and ranch organization, proposed future land use, ownership of land, and public facilities, which may be collected in planning for land acquisition, will be further analyzed to determine the developments essential to accomplish the desired adjustments.
 - II As much of this information will be collected in connection with the assembly of information for land acquisition planning as is feasible.

4 THE DEVELOPMENT PLAN

a General

- I The development plan will present, as clearly as possible, the complete over-all development program under consideration for the project involved.
- II Breakdown of Developments

4 a II A The development program will be broken down into different types of development such as forestry, grazing, and recreation; types of development into units of development such as community pasture units and administrative units; and units of development into items of work or jobs.

- (1) This breakdown will be made not only of proposed developments but also of developments which have already been completed or initiated, insofar as any of the latter are present on the project involved.
- (2) The determination of just what will constitute a unit of development or an item of work on a particular project will be made in the field on the basis of the relationship of the various parts or portions of the work, the relative simplicity and logic of presentation, and the cost of the work involved.

B Types of Development

The types or classes of development work under which the various units of development will be classified are:

- (1) Administrative Facilities
- (2) Forestry
- (3) Grazing
- (4) Recreation
- (5) Wildlife
- (6) Water Conservation

C Units of Development

Each unit of development will ordinarily consist of two or more closely grouped or related items of work such as a dam and its correlated developments, a group of associated recreational facilities, or a group of administrative buildings, which go together to make up a distinct part or subdivision of the total program for a particular type of development. This classification of the development work into units of development will aid in the presentation of the various segments of the plan and will provide a basis for the submission and approval of the development plan by segments.

4 a II D Items of Work or Individual Jobs

Items of work within units of development and types of development will ordinarily correspond to what were formerly called "individual jobs."

III Identification of Developments

- A The location and various kinds of developments will be identified on the maps by the use of the standard symbols printed in Administrative Data 1 (issued by the former Resettlement Administration) and by the following numbering system:
- (1) The types of development will be identified by the letter A for Administrative Facilities; F for Forestry; G for Grazing; R for Recreation; W for Wildlife, and C for Water Conservation.
 - (2) The units of development, consisting of a group of associated developments within each type of development, will be indicated by the use of arabic numerals beginning with the number 1 for the unit of development of most importance, and so forth. Each number will be prefixed by the capital letter representing the type of development under which the particular unit of development is being classified. (Examples: A1, A2, F1, etc.)
 - (3) The items of work within each unit of development will also be identified by the use of arabic numerals beginning with the number 1. Each number will be separated from the unit of development designation by a hyphen. (Examples: A1-1, A1-2, F1-1, etc.)
 - (4) If the individual jobs within an item of work vary materially in character or cost they will be presented separately and identified by a suffix, consisting of a hyphen and an arabic numeral beginning with 1. (Examples: A1-1-1, A1-1-2, F1-1-1, etc.)
 - (5) The "old" job numbers used by the Division of Land Development, i. e., 226 for impounding dams, 604 for stand improvement, etc., will not be used on the development maps. Such numbers will be shown on Forms LU-PO 19 and LU-26, which are discussed later in this instruction.
- B The names given to units of development and to items of work will be those which are considered most appropriate by the field staff engaged in planning. It is believed that the

4 a III B names assigned to individual jobs under the old program will, in most cases, be appropriate for what will be called items of work in the present program. A more descriptive name should be used, however, whenever one exists. For example, a building designed for two or more distinct uses should not be given the name "Combination Building", but rather one indicative of its uses, such as "Garage-Workshop", "Office-Caretaker's Dwelling", etc.

C The methods outlined above will be used to identify not only proposed developments but also developments which have already been completed or initiated, insofar as any of the latter are present on the project involved.

b Content

The Development Plan, presenting the complete over-all development program proposed for the entire project, will be based upon the adjustments needed in the project area regardless of the funds which may be available currently and will consist of a Form LU-PO 18, "Project Development Program" (see Exhibit A) and a Summary Statement.

I Form LU-PO 18

A This form is designed to present, by types and units of development, a long-time, over-all development program for the project, including such units of development as may already have been initiated or completed. The principal objective of the data required in Form LU-PO 18 is to provide a general budgetary estimate of the complete development program — past, present, and projected.

B The sample Form LU-PO 18 attached hereto as Exhibit A has been prepared to represent a project established and developed under the "old" program, on which more essential developments remain to be executed. Before preparing Form LU-PO 18 for a project a careful study and comparison should be made of the units of development and related details shown on this sample form with the items of work proposed for execution during the Current Work Program as shown on the sample Form LU-PO 19 (Exhibit B). For any unit of development which has been initiated but not completed, it is essential that the actual cost to the nearest dollar of any completed item of work within such unit of development be shown as illustrated under "General Description" on the sample Form LU-PO 18. If an item of work has not been completed in its entirety, but certain units of it have been completed, the number of such completed units and the actual cost thereof will be shown in parenthesis as illustrated in several places on the sample form.

4 b I C To comply with the instructions in the preceding paragraph, it will be necessary on "old" projects more or less to disregard "job plan" relationships, i. e., the work involved in one "job plan" may include work that should be segregated (in the preparation of these forms) into several units of development, while, on the other hand, several job plans may represent the work, properly combined, under this instruction, into one item of work or even into one unit of development. Seeding, tree planting, and wells, whether completed, proposed for the Current Work Program, or anticipated for the future, are a few examples of the kind of work to which reference has just been made.

D In preparing this form the same procedure as is outlined in Paragraph 5 b IV G will be followed.

II Summary Statement

The summary statement will briefly describe in narrative form the purpose and justification of each of the proposed units of development in the order in which they appear on Form LU-PO 18, except that no reference need be made to those units of development for which cost figures appear only in column 5 of Form LU-PO 18. There is no need for presenting great detail in this statement and, in most cases, it should be possible to describe on a single page at least three units of development.

c Approval

I The materials described in Paragraph 4 b will be bound in press binders in the order mentioned above and the binder labeled in the center of the outside of the front cover in the manner illustrated below:

:	:	
:	:	
:	DEVELOPMENT PLAN	:
:	:	:
:	BLUE RIVER PROJECT	:
:	:	:
:	LU-NV-38-3	:
:	:	:
:	Prepared February 10, 1939	:
:	Recd. in Washington _____	:
:	:	:
:	:	:

II One copy only will be submitted to the Leader of the Division of Project Organization. Form LU-PO 18 must bear the signature of the employee who prepared it and that of the regional director recommending approval of the plan.

- 4 c III If the plan is found satisfactory, the Leader of the Division of Project Organization will sign Form LU-PO 18 and advice of such approval will be transmitted to the regional director. This advice will indicate whether the regional director should proceed to prepare a Current Work Program for the project and will include any pertinent information as to the amount and source of funds available, if such information has not been supplied previously.

5 THE CURRENT WORK PROGRAM

a General

- I The Current Work Program will present in detail, based upon thorough planning and careful estimates, the developments proposed for execution on a project with the funds which have been made available to the project for a specific period of time.
- II The developments will be broken down and identified in the manner discussed in Paragraph 4 a and will coincide with the breakdown and identification given on Form LU-PO 18 in the development plan for the project, except that a further and more minute breakdown and identification will be required in the Current Work Program. Units of development on Form LU-PO 18 will be broken down in all cases into their respective items of work and where desirable the items of work will be broken down into individual jobs, and such items of work and individual jobs properly identified.
- III The Current Work Program may involve only a certain segment of the project or the entire project, depending upon the status of acquisition and the amount of development funds available.
- IV A Current Work Program will not be prepared until the Development Plan has been approved by the Leader of the Division of Project Organization, unless special authorization to prepare such a program prior thereto has been secured from the Division Leader.

b Content

The Current Work Program will consist of a Key Map (Development), such other maps discussed in succeeding paragraphs as are essential to properly present graphically the program proposed, a Form LU-PO 19 - "Current Work Program" (see Exhibit B), a Detailed Description of each item of work, detailed plans of buildings and other major structures, and where possible a Form LU-28 - "Detailed Work Sheet" (see Exhibit C).

5 b I Key Map (Development)

The key map, prepared for the land acquisition phase of the project, as described in Paragraph 5 c II of LU-PO 1 (Revision 1) will be used as a base map for the Key Map (Development). On the former map will be superimposed the boundaries of any areas of development into which it has been decided to divide the project for a logical presentation or an orderly execution of the Current Work Program. Each area of development so outlined will be numbered on the map, for example, "Area of Development No. 1", "Area of Development No. 2", etc. If certain areas of the project are not involved in a specific Current Work Program, no designation or special outlining of such areas will be made on the Key Map (Development) until a later Current Work Program does involve such areas, at which time a revised Key Map (Development) will be submitted with this later Current Work Program.

II Area of Development Map

- A The ownership map, prepared in accordance with instructions contained in Paragraph 5 c III of LU-PO 1 (Revision 1) will be used as a base map for the preparation of the Area of Development maps except that:
- (1) All tract numbers and indications of the status of land acquisition will be deleted from the ownership map. The boundaries of tracts will be shown in order to identify lands on which developments are planned.
 - (2) Only that portion of the ownership map which represents the area of development concerned will, of course, be used.
 - (3) If the ownership map, as prepared in planning for land acquisition, does not show all existing fences, stock water reservoirs, wells, windmills, fire towers, trails, and other features of a similar nature pertinent to the development program, such features will be added in preparing the Area of Development Map. Such additions should not be limited merely to the lands proposed for purchase but should cover such other lands within the vicinity of the project area as will be influenced by the land use adjustment program.
- B The Area of Development maps will show all items of work which have been completed; initiated, but not completed; and all new developments proposed for execution as a part of the current work program only with appropriate symbols.

- 5 b II B (1) The symbols representing the items of work will be accompanied by the numbers (see Paragraph 4 a III) which are to identify them on Form LU-PO 19.
- (2) The status of completion of items of work as of the effective beginning date of the Current Work Program will be indicated by the following system of symbols:

(a) Completed items of work

Items of work which have been completed under a preceding work program will be indicated by use of a small solid circle closely accompanying the regular symbol for the item. In the case of lineal symbol items of work, such as fences, roads, and telephone lines, it will be essential to use the solid circle at each end of the item symbol or at each end of that portion of the symbol representing the part of the item which has been completed.

(b) Incomplete items of work

Items of work which were initiated under an earlier work program but which are proposed for completion under a Current Work Program will be indicated by use of a circle, the internal portion of which is blocked in solid only to the extent which represents the percentage of completion of the item, for example, one quarter of the circle would be blocked in for an item of work 25 per cent complete, two-thirds of the circle would be blocked in for an item of work 67 per cent complete, and so forth.

(c) New items of work

Items of work proposed for the first time in a Current Work Program will be indicated by use of an open circle beside the item of work symbol.

- (3) The symbols used on either the Area of Development maps or the Unit of Development maps which represent such features as lakes, ponds, and stock water reservoirs, will be drawn to scale and the outer lines of the symbols for such items will be drawn to represent the shore line.
- (4) All units of development will be outlined, named and numbered.

- 5 b II B (5) If the future operating units within grazing areas of development have been or can be definitely determined, such future operating units will be outlined. If any of such operating units are to be granted grazing privileges in a community pasture developed on the area, this circumstance will be indicated by a short arrow pointing from the farmstead of the operating unit in the direction of the community pasture concerned.
- (6) If there are areas within the area of development where ground water is available for use, and other areas where ground water cannot be obtained, the limits of the ground water area will be outlined by a heavy broken line. In the event surface water supplies are to be developed by the construction of reservoirs, including stock water reservoirs, the drainage area tributary to the structure will be indicated on the map by short dashed lines.
- (7) The foregoing discussion presupposes that the scale on which the ownership map was prepared and the nature of the developments proposed are such as to enable a clear presentation of the Current Work Program by superimposing it on the ownership map in the manner just outlined. It is realized, however, that there will be some instances on certain projects and many instances on other projects, particularly where there are fairly complicated or concentrated developments on a project for which the ownership map was prepared on a scale of only one inch to the mile, where it will be impossible to show adequately and clearly all the items of work and other essential features on the ownership map. In such instances the Area of Development map will be prepared on a larger scale than the ownership map, otherwise following the directions given in the preceding paragraphs, or Unit of Development maps may be prepared for those units of development which cannot be properly shown in detail on the Area of Development map. If the latter procedure is followed, reference will be made on the Area of Development map to any units of development which are shown on separate maps on a larger scale by inserting in parenthesis beneath the name of the unit of development the statement "(Also see Unit of Development Map)."

5 b III Unit of Development Map

- A As indicated in the preceding paragraph, Unit of Development maps will be prepared for each unit of development wherein the developments cannot be clearly and accurately shown on the Area of Development map. This will usually involve such units of development as administrative headquarters, work center, and recreational areas, wherein a considerable number of items are located within a restricted area, and it will often involve units of development covering more extensive areas, depending upon the scale of the Area of Development maps and the complexity of the developments composing the unit of development.

IV Form LU-PO 19 — "Current Work Program"

This form is designed to show, for each item of work, the cost to be incurred in carrying out the Current Work Program to be undertaken for a specific budget period.

- A No item of work will be shown on Form LU-PO 19 unless it is planned to do work on it during the Current Work Program period. Furthermore, except in a few instances where it is not feasible to divide an item of work into such separate segments or units as may be worked upon in a particular period, no completed units of an item of work nor any units involved in the program beyond the end of the Current Work Program will be shown on Form LU-PO 19, nor will any cost estimates therefor be incorporated in the form. A careful study and comparison of the various units of development shown on the sample Form LU-PO 18 (Exhibit A), and the corresponding items of work included on the sample Form LU-PO 19 (Exhibit B), will indicate the proper method of presenting the items of work and the individual units thereof to which reference has just been made.
- B The final estimates to be listed in columns 6, 8, 10, 13, and 15 are those contained in detailed job plans, approved by the Division of Land Development, which, in the determination of the Leader of the Division of Project Organization or his authorized representative, are consistent with the detailed plans and specifications as to costs and other requirements of the particular items of work.
- C When Form LU-PO 19 is originally submitted, therefore, it is anticipated that, except for those items of work which may actually have been initiated in the preceding work period, most estimates will be the preliminary ones to be listed in columns 5, 7, 9, 12, and 14. These preliminary estimates will necessarily be based largely upon the plan specifications, current wage and material costs, and past experience

5 b IV C in handling items of work of a similar nature. The estimates will, however, check out, in the aggregate, to the total amount of the budget established for the Current Work Program on the project, or if no such budget has been established, to the budget proposed upon the basis of a statement from the Leader of the Division of Project Organization as to the probable allocation for the Current Work Program for the project. In order that the totals for columns 5, 7, 9, 12, and 14 may represent the latest and best estimate available at the time Form LU-PO 19 is prepared, it will be essential that the figures entered in these columns, for any item of work on which a "final" estimate is also to be shown, be the same as such "final" estimates even though the "preliminary" estimates may have been more or less than the "final" ones. The detailed cost estimates cannot be made until the detailed designs and specifications for the various structures and improvements have been completed. There may be some variation between the actual detailed cost estimate of the items of work or individual jobs obtained from the job plans and the preliminary estimates established therefor in the Current Work Program. However, the difference should be kept to a minimum and sufficient leeway should be provided to take care of any adjustments that will be necessary among the different items of work on the project. When necessary, in the preparation of final estimates, latitude will be permitted to transfer funds from one item of work to another and make proper adjustments in preliminary estimates so long as the adjustments and final estimates do not exceed the total allotment of funds for the entire project.

(a) These estimates will not reflect any contribution to be made by the sponsoring or future administering agency. The particulars with regard to any such contribution will be made a part of the Detailed Description (see Paragraph 5 b V).

D As soon as the final estimates for any item of work have been determined in the manner indicated in Paragraph 5 b IV B, the Leader of the Division of Project Organization will be so notified immediately by the regional director in order that insertions in columns 6, 8, 10, 13, and 15 may be appropriately made in the copies of Form LU-PO 19 previously submitted to Washington. When final estimates for all of the items of work have been so determined, the regional director's statement will include a final estimate as to the amount covered by "contingency" which, in no event, will exceed 10 per cent of the total cash cost of all the items of work.

- 5 b IV D (a) The statement of the regional director may be in the form of a letter, with two carbon copies, unless numerous changes are involved in the Form LU-PO 19, in which case it will be used with an accompanying transmittal letter and submitted in duplicate to Washington.
- E As soon as funds are actually available for the construction of any items of work for which a final estimate has been determined in the manner indicated in Paragraph 5 b IV B, the regional director may give clearance to the Division of Land Development for the initiation of such work and will simultaneously forward two copies of any such clearance to the Leader of the Division of Project Organization. (See also Paragraph 5 c.)
- F Since the actions mentioned in Paragraphs 5 b IV D and E will usually be simultaneous, a memorandum in a form similar to that illustrated in Exhibit D, will be used in taking such actions. As indicated in the sample memorandum,
- (a) the Form LU-PO 19 involved will be identified by indicating whether it was the original or a certain numbered revision,
 - (b) the nature and reason for the variance between the final estimates listed and the preliminary estimates for any item of work will be briefly stated under "Remarks", and
 - (c) since the final estimates must check out, in the aggregate, to the total amount of the budget established for the Current Work Program on the project, a statement will also be included under "Remarks", to explain the adjustments which will be necessary in other items of work, or "contingency" because of a variance between the final and preliminary estimates for a particular item of work.
- G Insofar as any items of work are proposed for ultimate use by some agency other than the Soil Conservation Service, such items of work will be identified on Form LU-PO 19 by entering the appropriate symbol letters, listed below, in parenthesis after the name of the item in Column 4:

5 b IV G	Agency	Symbol Letters
	U. S. Forest Service	F. S.
	Bureau of Biological Survey	B. S.
	National Park Service	P. S.
	Bureau of Fisheries	B. F.
	Division of Grazing	D. G.
	State Department of Conservation (or equivalent agency)	S. D.
	State University	S. U.
	State College	S. C.

Near the bottom of the form, above the word "Contingency" (and on the last page of the form if more than one page is used), the costs will be summarized in categories by agencies in order that the total cost of developments proposed for each agency concerned, including this Service, may be readily available, thus avoiding the necessity of segregating and totaling the items concerned subsequent to the preparation of the form. Segregation by agencies, of the units of development or items of work may be made throughout the listing of such units and items when feasible and desirable.

V Detailed Description

- A In the order in which the items of work appear on Form LU-PO 19, there will be presented a description of the item in sufficient detail to provide a practicable basis upon which the Leader of the Division of Project Organization, or his authorized representative, may give clearance to the Division of Land Development for the formulation of detailed job plans. It will not be necessary to use a separate sheet for each item of work, but as many descriptions may be placed upon one sheet as is found convenient. Each sheet will be numbered consecutively.
- B Information will be included with regard to any developments to be carried out by other Federal, State or local agencies under cooperative agreements and any other assistance to be rendered by such agencies. Reference will be made to any cooperative agreements with other agencies, involving the actual execution of the developmental program, which may have been submitted to or approved by the Washington office, indicating the date and nature of the agreement. Any cooperative agreement of this kind which may be proposed at the time the plan is prepared, may be submitted with the plan and will be referred to therein, but it will not be made a part thereof. Ordinarily, the future administering agency will have been determined tentatively prior to the

5 b V B preparation of a Current Work Program. When such is the case, this statement will indicate not only the name of the agency concerned, but also the extent to which such agency has participated in the preparation of the Current Work Program. In case the future administering agency has not assisted in the preparation of the Current Work Program but has given approval thereto, this fact will be noted. Copies of any letters or other documents indicating the attitude of the administering agency, toward the work program proposed, will be included.

C The particulars with regard to any contribution to be made by the sponsoring or proposed future administering agency will be stated.

VI Detailed Plans of Buildings and Other Major Structures

Floor plans, elevations, and general specifications of each building proposed in the Current Work Program will be prepared and included in the Current Work Program as a basis for making careful estimates of cost, and of giving a clear picture to the Leader of the Division of Project Organization and to the Division of Land Development of the size, type, and character of building proposed. Similar general designs and specifications will be prepared and included in the Current Work Program for other major items of work such as bridges, dams, stock water reservoirs, and nurseries. (Any large blueprints or other bulky design sheets will be submitted separately with the maps (see Paragraph 5 c I) and in such cases appropriate reference pages will be included in the Current Work Program folder.)

VII Form LU-28 - - "Detailed Work Sheet"

This form is designed to serve the purposes of both the Division of Project Organization and the Division of Land Development. For the purposes of the Division of Project Organization, Form LU-28 will be used to provide a more detailed breakdown of the final cost estimates of each item of work as shown in columns 6, 8, and 10 of Form LU-PO 19. For the purposes of the Division of Land Development, it is understood that Form LU-28 will supersede the "job list" form which was formerly used by that Division.

A Insofar as the Division of Project Organization is concerned, Form LU-28 will normally be prepared and submitted only when all items of work covered by the Current Work Program have been worked out in sufficient detail to establish, for all of the items of work, final estimates as provided for under columns 6, 8, and 10 of Form LU-PO 19.

5 b VII A (1) If any contribution is to be made by the sponsoring or future administering agency, the nature and amount of such contribution will be indicated by appropriate footnotes to the estimates in columns 11, 12, 13, and 14 for the particular items of work involved.

B It is contemplated both by the Division of Project Organization and by the Division of Land Development, however, that complete development plan material and detailed job plans for work programs subsequent to July 1, 1939, will be prepared, submitted and approved before the beginning of the particular work program for the project involved. Insofar as this actually proves to be the case, the submission of Form LU-28, to the Division of Project Organization, will also serve the purposes of the Division of Land Development, since a copy of the form submitted will be forwarded to the latter Division.

C The procedure outlined in Paragraph 5 b IV G, in reference to Form LU-PO 19, will also be followed for Form LU-28.

c Approval

I Two copies of all maps discussed in Paragraph 5 b and of any large design sheets (see Paragraph 5 b VI) will be submitted to the Leader of the Division of Project Organization in a roll, not folded. A copy of the letter of transmittal will be included in the roll at the time of shipment. These maps will bear the approving signature of the official in charge of the Project Organization staff and of the regional director, together with the dates of such signatures. A space will also be provided for the signature of approval of the Leader of the Division of Project Organization.

II The materials, other than maps and large designs, described in Paragraph 5 b, will be bound in press binders in the order mentioned in that paragraph and the binder labeled in the center of the outside of the front cover in the manner illustrated below:

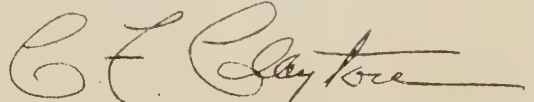
:	:
:	:
:	C U R R E N T W O R K P R O G R A M
:	:
:	No. 1 — Period: March 1 - June 30, 1939
:	:
:	B L U E R I V E R P R O J E C T
:	:
:	LU-NV-38-3
:	:
:	Prepared: February 12, 1939
:	Reed. in Washington _____
:	:
:	:

- 5 c III Two copies of the Current Work Program folder will be submitted to the Leader of the Division of Project Organization. Form LU-PO 19, and Form LU-28 whenever the latter is submitted, will be signed in the appropriate space by each regional official for whose signature a space is provided on the forms.
- IV If the Current Work Program is found satisfactory, the Leader of the Division of Project Organization will sign Form LU-PO 19, and Form LU-28 when submitted, and advice of such approval will be transmitted to the regional director. Simultaneously with the advice of approval to the regional director, the Leader of the Division of Land Development will be advised of the approval and supplied with a copy of the Current Work Program folder and one copy each of the accompanying maps and designs.
 - A Insofar as final estimates are shown for items of work on Form LU-PO 19, the transmittal of that form to the Leader of the Division of Land Development will constitute clearance for the initiation of those items of work by the Division of Land Development. Insofar as no final estimates are shown for items of work on Form LU-PO 19, such transmittal will constitute clearance for the preparation of detailed job plans for those items of work by the Division of Land Development. When final estimates are subsequently worked out, approval of them and clearance for the initiation of the items of work involved will be secured in accordance with Paragraphs 5 b IV C, D, and E.
 - B Insofar as such clearance for the initiation of work or the preparation of detailed job plans by the Division of Land Development is given by an authorized representative of the Division of Project Organization, he will simultaneously advise the Leader of the Division of Project Organization in order that the latter may immediately inform the Leader of the Division of Land Development and the regional director of any qualifications he may have concerning such clearances.
- V It will be understood that any approval given in accordance with the provisions of Paragraph 5 c IV is subject to the following requirements:
 - A That the appropriate developments will be constructed in accordance with the rules, regulations, and standards of the authorized state public health authorities.
 - B That no developments will be undertaken until control of the land involved has been secured in accordance with the provisions of Instruction LU-17. Attention in particular is called to Section 2 and to Paragraph 4 a of that Instruction.

- 5 c V C That no buildings shall be constructed costing in excess of \$5,000 until such buildings have been approved by the Secretary, according to Department Regulation 1713.
- D That all approvals and authorizations for development work by this Division are given subject to the completion of the items of work concerned, within
- (1) the amount of funds authorized,
 - (2) the period of time for which such funds are available, and
 - (3) the purview of the legal authority governing the expenditure of such funds.

6 DETAILED JOB PLANS AND EXECUTION OF WORK

Detailed job plans will be prepared and items of work will be executed in accordance with instructions issued by the Division of Land Development.



C. F. Clayton, In Charge,
Division of Project Organization,
Land Utilization.

Attachments.

(EXHIBIT D)

(Sample)

MEMORANDUM

Region Name _____ No. 10 Date March 6, 1939

Project Name Blue River

FROM Richard Roe
Regional Director

TO Horace Black
Field Representative
Division of Project Organization

SUBJECT: Final estimate and clearance for initiation of development work.

The final estimates listed below are contained in detailed job plans which have been approved by myself and the Division of Land Development. If these job plans, in your determination also, are consistent as to costs, detailed plans, specifications and other requirements with the purpose of the designated item (s) of work, please sign the original and each copy of this memorandum, in the space provided for that purpose, and route them as indicated below. This memorandum will then serve as clearance for the Division of Land Development to initiate the specified development work and as a report to the Division of Project Organization that such clearance has been given and that the final estimates may be inserted in the original Form LU-PO 19 submitted for the Current Work Program (3/1/39 to 6/30/39) for this project, signed by me February 13, 1939.

	:	:	:	Cash :	:	Total ex-	:	Total Add-	:	Total	:
Item of:	:	No. :	needed:	(Non-cash):	:	penditures:	:	expenditures:	:	cost	:
work :	Job:	of :	this :	this :	:	this :	:	beyond this :	:	(Cols. 10,	:
ref.No.:	No.:	Units:	period:	period :	:	period :	:	period :	:	11, 13, 15):	:
(1)	(2):	(3) :	(6) :	(8) :	:	(10) :	:	(13) :	:	(15) :	:
A1-2	241-1	1	1,000	200	:	1,200	:	0	:	1,200	:
G2-3	125 C	3,000	2,150	4,700	:	6,850	:	0	:	6,850	:
R1-3	238-2	1	2,200	800	:	3,000	:	0	:	3,000	:

Remarks:

- A1-2 (Water System) - The final estimates correspond to the preliminary ones.
- G2-3 (Seeding) - Total cost reduced but adjustment found necessary between cash and non-cash estimates.
- R1-3 (Waste System) - Increase of \$200 in estimates of cash and total costs found necessary to provide for an increase in the distance filter bed is to be placed from recreation building.

Contingency

Contingency item of \$4,000 is reduced to \$3,650 to provide for the increase in cash expenditures on the items of work listed above.

Approved Harold Black Date 3/6/39
Field Representative,
Division of Project
Organization.

Routing of signed memorandum:

Division of Project Organization

Original and 1 copy to C. F. Clayton 3/6/39
In Charge Date Routed

Division of Land Development

1 copy to W. M. Russell 3/6/39
In Charge Date Routed

Regional Office

1 copy to Richard Roe 3/6/39
Regional Director Date Routed

Acres: 170,000 Man-months of work: 3250

Previous work was initiated on April 1, 1938

Additional work can be initiated ~~on~~ Immediately

and is projected over 2/3 year(s)

UNITED STATES DEPARTMENT OF AGRICULTURE

Soil Conservation Service

Land Utilization

Division of Project Organization

Project Development Program

(SAMPLE)

Region Name _____ No. 10

Project Name Blue River

Symbol LU-NV-38-3

Project Headquarters Town, Nevada

Type of development (1)	Acres (2)	Unit of development (3)	(All items for Soil Conservation Service) General description (4)	Expenditures to date (5)	Estimated cost of additional work (6)	Total cost (7)
Administrative Facilities		A 1	Administrative Center - Administration Building, Water System, Sewage System, 1/4 mile Roadway, Landscaping.	1,300	5,940	7,240
		A 2	Marking Boundaries - 195 miles		5,850	5,850
			Sub-total	1,300	11,790	13,090
Forestry	38,000	- -	Mt. Misery Tower Unit - Tower, Dwelling, Garage, Latrine, Water System, 3 miles Telephone Line, 150 rds. Fence.	5,915		5,915
		F 1	Mt. Joy Tower Unit - Tower \$2100, Dwelling, Garage \$135, Latrine \$50, Water System, 2 mi. Telephone Line \$375, 220 rds. Fence.	2,910	3,500	6,410
		F 2	Truck Trails - 25 miles	26,400		26,400
		F 3	Tree Planting - 2100 A. (1000 A. Completed)	8,325	9,500	17,825
			Sub-total	43,550	13,000	56,550
Grazing	17,540	G 1	Community Pasture - 2 Stock Water Reservoirs, 2 Wells, incl. Windmills, 3 Springs, 18 mi. Fence, 6 Cattle Guards, 18 Farmsteads Obliterated, 3-3/4 mi. Fence Obliterated, 3,240 A. Seeding, 6 1/2 mi. Temporary Fence, 1 Corral, 6 Check Dams.	16,160		16,160
	30,320	G 2	Community Pasture - 3 Stock Water Reservoirs (2 - \$2100) 4 Wells incl. Windmills \$1350, 30 mi. Fence \$5450, 8 Cattle Guards \$810, 25 Farmstead Obliterations (8-\$645), 10 mi. Fence Obliteration \$150, 5500 A. Seeding (2000 - \$3960), 1 Corral, 1000 A. Pasture Furrowing (400 - \$380), 400 A. Sorghum Seeding.	15,845	12,810	28,655
	59,780	G 3	Individual Lease Area - Repair 2 Stock Water Reservoirs, Repair 8 Wells, 5 New Wells, 15 Springs (5-\$210), 85 mi. New Fence (30-\$5850), Repair 15 mi. Fence \$750, 30 Cattle Guards (8-\$795), 670 A. Seeding \$1675, 23 mi. Fence Obliteration, 30 Farmstead Obliterations (10-\$1025).	10,305	14,200	24,505
	24,000	G 4	Community Pasture - Stock Water Facilities, Fences, Seeding, Obliteration, and other essential developments.		25,000	25,000
			Sub-total	42,310	52,010	94,320
Recreation	50	R 1	Mt. Pico Recreational Area - Impounding Dam, 1/2 mi. Park Road \$2200, Recreation Bldg., Water System \$3800, Waste System, 3 1/2 A. Picnic Grounds, Planting 150 Shrubs.	9,000	29,010	38,010
			Sub-total	9,000	29,010	38,010
Wildlife		W 1	Food and Cover Planting - 90 acres		2,200	2,200
			Sub-total		2,200	2,200
			Contingency		5,350	5,350
Total - All types of development				96,160	113,360	209,520
All supervision not chargeable to jobs				6,580	7,860	14,440
Total Project Development Program				102,740	121,220	223,960

Prepared by

John Doe
Project Manager

Date 2/10/39

Recommended

Richard Roe
Regional Director

Date

2/11/39

Approved by

In Charge, Division of
Project Organization.

Date

(SAMPLE)

UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service
Land Utilization
Division of Project OrganizationOriginal X or
Revision No. _____
Acres involved 170,000
Man-months of work 1,000

Current Work Program

Period from March 1, 1939 to June 30, 1939Region Name _____ No. 10
Project Name Blue River
Symbol LU-NV-38-3
Project Headquarters Town, Nevada

Item of work ref. no. (1)	Job no. (2)	No. of units (3)	All Items for S.C.S. Name (4)	Cash needed this period		Materials on hand and equipment usage (non-cash) this period		Total estimated expenditures this period		Total exp. at beginning this period (11)	Total est. additional expenditures beyond this period		Total estimated cost	
				Prelim. (5)	Final (6)	Prelim. (7)	Final (8)	Prelim. (9)	Final (10)		Prelim. (12)	Final (13)	Prelim. (14)	Final (15)
Al-1	205	P : F	Administration Bldg.	2,200	2,200	500	500	2,700	2,700	1,300			4,000	4,000
2		1 :	Water System	1,000		200		1,200					1,200	
3		1 :	Sewage System	650		350		1,000					1,000	
4		1 Mi. :	Roadway	500		400		900					900	
5		1 :	Landscaping	100		40		140					140	
				4,450		1,490		5,940		1,300			7,240	
A2	105-2	75 Mi. :	Marking Boundaries	1,400	1,400	850	850	2,250	2,250				2,250	2,250
				1,400		850		2,250					2,250	
Sub-total		-	Administrative Facilities	5,850		2,340		8,190		1,300			9,490	
Fl-1	212-2	1 :	Dwelling	2,600	2,600	500	500	3,100	3,100				3,100	3,100
2	241-2	1 :	Water System	250	250			250	250	150			400	400
3	228-2	220 Rd. :	Fence (barbed wire)	120	120	30	30	150	150	100			250	250
				2,970		530		3,500		250			3,750	
F3	605-2	300A. :	Tree Planting	2,150	2,150	350	350	2,500	2,500				2,500	2,500
				2,150		350		2,500					2,500	
Sub-total		-	Forestry	5,120		880		6,000		250			6,250	
G2-1	226-3	1 :	Stockwater Reservoir	2,000	2,000	500	500	2,500	2,500				2,500	2,500
2	113-2	17 :	Obliterating Farmstds.	1,060	1,060	300	300	1,360	1,360				1,360	1,360
3	3000A.		Seeding	2,000		5,000		7,000					7,000	
4	233-3	1 :	Corral	500	500	500	500	1,000	1,000	1,000			2,000	2,000
5	404	600A.	Pasture Furrowing	500	500	100	100	600	600				600	600
6	400A.		Sorghum Seeding	125		225		350					350	
				6,185		6,625		12,810		1,000			13,810	
G3-1		2 :	Repair Reservoir	600		150		750					750	
2		8 :	Repair Wells	500		100		600					600	
3		5 :	Wells, New	1,200		400		1,600					1,600	
4	242	10 :	Springs	350	350	50	50	400	400				400	400
5	228c	35 Mi. :	Fence	5,300	5,300	1,700	1,700	7,000	7,000				7,000	7,000
6		18 :	Cattle Guards	1,400		450		1,850	1,850				1,850	
7	113-3	20 :	Obliterating Farmstds.	1,550	1,550	450	450	2,000	2,000				2,000	2,000
				10,900		3,300		14,200					14,200	
Sub-total		-	Grazing	17,085		9,925		27,010		1,000			28,010	
R1-1	226-4	1 :	Impounding Dam	12,000	12,000	3,000	3,000	15,000	15,000	1,000	5,000	5,000	21,000	21,000
2	219	1 :	Recreation Bldg.	4,600	4,600	600	600	5,200	5,200	2,000			7,200	7,200
3		1 :	Waste System	2,000		800		2,800					2,800	
4	705	1 :	Picnic Grounds	700	700	200	200	900	900				900	900
5		150 :	Planting Shrubs	85		25		110					110	
				19,385		4,625		24,010		3,000	5,000		32,010	
Sub-total		-	Recreation	19,385		4,625		24,010		3,000	5,000		32,010	
W1-1	804	90A. :	Food & Cover Planting	1,750	1,750	450	450	2,200	2,200				2,200	2,200
				1,750		450		2,200					2,200	
Sub-total		-	Wildlife	1,750		450		2,200					2,200	
			Contingency	4,000				4,000					4,000	
Total - All types of development				53,190		18,220		71,410		5,550	5,000		81,960	
All supervision not chargeable to jobs				5,000				5,000		40	35		5,075	
Other funds unallocated to jobs														
Total funds allocated and unallocated				58,190				76,410		5,590	5,035		87,035	

Prepared by John Doe
Title - Project ManagerDate 2/12/39Recommended by Richard Roe
Regional DirectorDate 2/13/39Approved by _____
In Charge, Division of
Project Organization

Date _____

UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service
Land UtilizationOriginal X or Revision No.
Acres: 170.000 Man-months of work: 1.000
Period from: March 1, 1939 to June 30, 1939Division of Project Organization
Division of Land Development

Detailed Work Sheet

Region Name _____ No. 10
Project Name Blue River
Symbol LU-NV-38-3
Project Headquarters Town, Nevada

Item of work ref. no. (1)	Job no. (2)	Number of units (3)	All Items for S.C.S. Job Description (4)	Cost from W.P.A. funds (cash outlay only)			Cost from P.W.A. funds (cash outlay only)			Total cash outlay (11)	Mtrls. on hand (12)	Equip. usage (non-cash) (13)	Total cost this period (14)	Percent complete at beginning this period (15)
				Labor (5)	Non-Labor (6)	Total (7)	Labor (8)	Non-Labor (9)	Total (10)					
A1 - 1	205	1	Admin. Bldg.	1,450	250	1,700	-	500	500	2,200	100	400	2,700	30
2	241-1	1	Water System	700	100	800	-	200	200	1,000	40	160	1,200	0
3	238-1	1	Sewage System	450	50	500	-	200	200	700	200	150	1,050	0
4	305	$\frac{1}{4}$ mi.	Roadway	400	75	475	-	-	-	475	-	450	925	0
5	708	1	Landscaping	80	20	100	-	50	50	150	-	50	200	0
				3,080	495	3,575	-	950	950	4,525	340	1,210	6,075	
A2	105-2	75 mi.	Mark Boundaries	1,100	100	1,200	-	200	200	1,400	100	750	2,250	0
				1,100	100	1,200	-	200	200	1,400	100	750	2,250	
			Sub-total Admin. Facilities	4,180	595	4,775	-	1,150	1,150	5,925	440	1,960	8,325	
F1 - 1	212-2	1	Dwelling	1,200	200	1,400	400	800	1,200	2,600	120	380	3,100	0
2	241-2	1	Water System	220	30	250	-	-	-	250	-	-	250	40
3	228-2	220 rods	Barbed-wire Fence	100	20	120	-	-	-	120	-	30	150	40
				1,520	250	1,770	400	800	1,200	2,970	120	410	3,500	
F3	605-2	300 ac.	Tree Planting	1,450	200	1,650	-	500	500	2,150	-	350	2,500	0
				1,450	200	1,650	-	500	500	2,150	-	350	2,500	
			Sub-total Forestry	2,970	450	3,420	400	1,300	1,700	5,120	120	760	6,000	
G2 - 1	226-3	1	Stockwater Reser.	1,250	250	1,500	-	500	500	2,000	-	500	2,500	0
2	113-2	17	Oblit. Farmsteads	900	160	1,060	-	-	-	1,060	-	300	1,360	0
3	125c	3000 ac.	Seeding	1,350	300	1,650	-	500	500	2,150	3,500	1,200	6,850	0
4	233-2	1	Corral	440	60	500	-	-	-	500	200	300	1,000	50
5	404	600 ac.	Pasture Furrowing	420	80	500	-	-	-	500	-	100	600	0
6	125d	400 ac.	Sorghum Seeding	125	25	150	-	-	-	150	100	100	350	0
				4,485	875	5,360	-	1,000	1,000	6,360	3,800	2,500	12,660	
G3 - 1	226a	2	Repair Reservoir	400	50	450	-	-	-	450	50	100	600	0
2	243a	8	Repair Wells	260	40	300	-	50	50	350	10	90	450	0
3	243	5	Wells, new	650	100	750	-	500	500	1,250	200	200	1,650	0
4	242	10	Springs	260	40	300	-	50	50	350	-	50	400	0
5	228c	35 mi.	Fence, barbed-wire	4,200	500	4,700	-	600	600	5,300	600	1,100	7,000	0
6	232-3	18	Cattle-guards	1,200	200	1,400	-	100	100	1,500	300	150	1,950	0
7	113-3	20	Oblit. Farmsteads	1,350	200	1,550	-	-	-	1,550	-	450	2,000	0
				8,320	1,130	9,450	-	1,300	1,300	10,750	1,160	2,140	14,050	
			Sub-total Grazing	12,805	2,005	14,810	-	2,300	2,300	17,110	4,960	4,640	26,710	
R1 - 1	226-4	1	Impound. Dam	7,000	1,000	8,000	-	4,000	4,000	12,000	800	2,200	15,000	5
2	219	1	Recreation Bldg.	2,350	250	2,600	300	1,700	2,000	4,600	-	600	5,200	25
3	238-2	1	Waste System	1,200	200	1,400	-	800	800	2,200	200	600	3,000	0
4	705	1	Picnic grounds	550	50	600	-	100	100	700	50	150	900	0
5	703	150 ac.	Planting Shrubs	110	15	125	-	-	-	125	-	25	150	0
			Sub-total Recreation	11,210	1,515	12,725	300	6,600	6,900	19,625	1,050	3,575	24,250	
W1 - 1	804	90 ac.	Food & Cover Planting	1,500	250	1,750	-	-	-	1,750	200	250	2,200	0
			Sub-total Wildlife	1,500	250	1,750	-	-	-	1,750	200	250	2,200	
			Contingency	2,200	300	2,500	-	1,500	1,500	4,000	-	-	4,000	
Total - All types of development				34,865	5,115	39,980	700	12,850	13,550	53,530	6,770	11,185	71,485	
N. A. Supervision - Not chargeable to jobs						5,000			-	5,000				
Project administration *						-			8,600	8,600				
Other funds unallocated to jobs						-			-	-				
Total funds allocated and unallocated						44,980			22,150	67,130				

* Appointive salaries, travel and administrative procurement.

Submitted by John Doe
Project ManagerDate 3/3/39Approved by Richard Roe
Regional DirectorDate 3/4/39Approved by Wm. Smith
In Charge, Project Organization StaffDate 3/3/39Approved by _____
In Charge, Div. of Project Organization

Date _____

Approved by R. M. Williams
In Charge, Land Development StaffDate 3/3/39Approved by _____
In Charge, Div. of Land Development

Date _____

